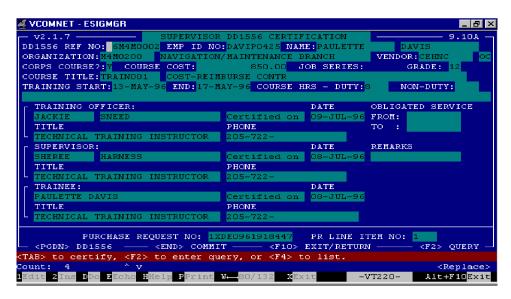
# **Supervisor Certification - DD Form 1556**

#### Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- **8** Training **Enter**
- **5** Supervisor's DD1556 Certification **Enter**

You will be at Screen 9.10A.



The screen will be populated with the first of all existing DD Form 1556s. Press **F4** for a list of 1556s available for supervisor certification. **Down arrow** to select the appropriate DD Form 1556. Or, press **F2** to query a specific form. Type the **DD Form 1556 Number**, and press **F3** to execute the query.

Press **Tab** to certify.

The screen will populate with a window stating, "I certify this training is job related and the nominee meets the prerequisites."

#### **Certify?**

Enter Y to certify, N to Decertify, or W to Waive Requirements.

Press **Enter** to accept the system date or type in the date in the format **DD-MON-YYYY**.

#### **Remarks**

Press **Enter** to access the remarks screen. Type in remarks and press **Enter**. Press **End** three times.

If the trainee has not certified the DD Form 1556, a window will populate "The trainee has not certified this DD Form 1556. Will you ensure that the required signatures are present on the manual DD Form 1556?" Press Y and Enter.

"Are you finished entering?" Press Y and Enter.

Press **F10** to exit to menu.

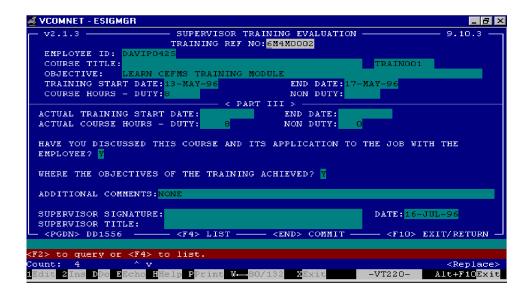
# **Completing Course Evaluation - Supervisor**

### Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 8 Training Enter
- 9 Supervisor's Course Evaluation Enter

You will be at Screen 9.10.3



Press **F4** for a list of DD 1556s for evaluation. Supervisor may **arrow down** to select the appropriate DD 1556, or press **F2**, query on the appropriate **DD 1556 number**, press **F3** to execute the query. Press **Enter** to select.

The screen will populate with the training form questionnaire.

#### **Actual Training Start and Training End Dates**

Enter the training start and end dates in the format **DD-MON-YYYY** if different from the DD Form 1556. Press **Enter**.

#### **Actual Course Hours**

Enter the hours if different from the DD Form 1556. Press **Enter**.

#### **Have You Discussed This With Employee?**

Enter Y or N. Press Enter.

# **Were The Objectives Met?**

Enter Y or N. Press Enter.

### **Additional Comments**

Type additional evaluation comments if any, and press End. Press End again to save.

Press **End** to commit. Supervisor Signature, Date and Title blocks will populate. Press **Enter** to acknowledge system message.

Press **F10** to exit to menu.

# **Purchase Requests and Commitments**

### Hitchhiker's Guide to CEFMS

## Technical Approval of PR&Cs

Due to regulatory and/or policy requirements, some PR&Cs will need to undergo technical approval before the CEFMS process can be completed. This technical approval is the result of the Resource Code chosen on the line items.

To complete the Technical Approval, the user must have that permission set in the Access Control Table, Screen 10.1, and then be linked to the Resource Code (see your Database Administrator for assistance).

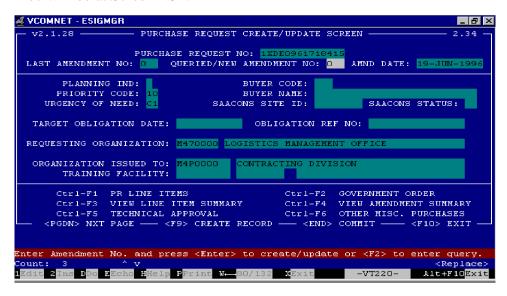
## To Technically Approve a PR&C

The Technical Approver of a Resource Code for a PR&C, will be notified with the message "You have mail" from the Unix mail system at logon. At the Unix prompt (%) type **mail** to get a listing of messages. If there are more than one mail message, type the number of the message to display that message. Be sure to make a note of the PR&C number. After reading the mail, type **q** or **quit**. Log into CEFMS at the UNIX (%) prompt with the **fms** command. Follow the screen navigation for the proper PR&C type you need to technically approve. In the manual, a contractual PR&C navigation is shown.

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 4 Requests for Goods and Services Enter
- 3 Create Purchase Requests Enter
- 3 Contractual Purchase Request Enter

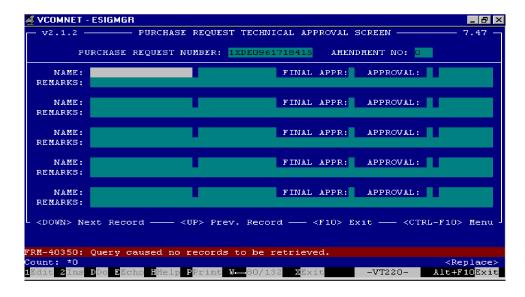
You will be at Screen 2.34.



Press **F2** to query. Type in the **PR&C number**, and press **F3** to execute. The screen will populate with the request. Press the **PageDown** key to view the header information and remarks. Press **PageUp** to Screen 2.34.

Press **Ctrl+F1** to view the Line Item. Press the **PageDown** key to view the funding and costing information for the line item. Press **F10** to return to Screen 2.34. If more than one line item, use the **down arrow** key to access the additional items, and use the **PageDown** and **PageUp** keys, as with the Header Information.

If the PR&C meets the appropriate requirements, press **Ctrl+F5**. You will be at Screen 7.47.



Type Y to approve or D to disapprove and press Enter. Record any remarks in the Remarks field. Press End to commit.

# To View Technical Approver of a PR&C

Press **F2**, type in the **PR&C number**, and press **F3**. The purchase request will populate the screen. Press **Ctrl+F5** to go to Screen 7.47.

The Technical Approver's name will populate, as well as the date of approval.

### **Hitchhiker's Guide to CEFMS**

The user will be notified with the message "You have mail" from the Unix mail system at logon. At the Unix prompt (%) type **mail** to get a listing of messages. If there are more than one mail message, type the number of the message to display that message. Be sure to make a note of the PR&C numbers waiting for approval. After reading all of the mail, type **q** or **quit**. Log into CEFMS at the UNIX (%) prompt with the **fms** command. To complete this process, the user must have Approve PR&C permission in the Access Control Table, Screen 10.1, and be listed as an Approver on the Funding Account. This navigation procedure applies to all PR&Cs, with the exception of Training and Labor Authorizations. Follow the screen navigation in the appropriate sections. The process for approval will be the same as stated below.

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 4 Requests for Goods and Services Enter
- 4 Approve/Certify Purchase Requests Enter
- 3 PR Approval/Certification Enter

You will then be at Screen 2.35.



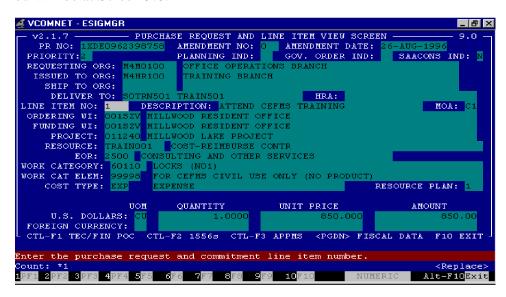
To enter a query. Press **F2**, type in the desired **PR&C number**, and press **F3** to execute the query, or use the **F4** list screen to view the PR&Cs awaiting approval. Choose one by highlighting the PR&C number using the **down arrow** key, and pressing **Enter** to select.

Basic information, such as the PR&C number, the originator's name, date of origination, and the PR&C amount will populate the screen.

Before actually approving the Purchase Request, there is a variety of information to review. Press the **Ctrl** key along with a specific function key, to access each screen listed.

To view the Purchase Request press the **Ctrl+F1** keys to view the Purchase Request.

You will be at Screen 9.0.

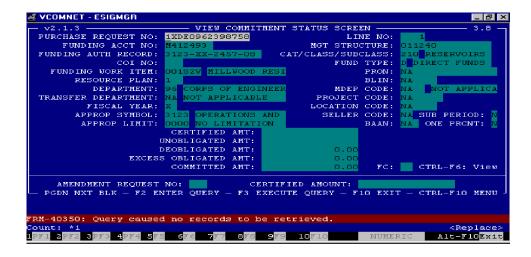


This screen will show the details of each Line Item. Use the **down arrow** key for additional Line Items. After reviewing this information, press **F10** key.

If this is an asset or equipment request, press **F10** to exit this screen and go into option **3** at Screen 1.6, query the PR&C (press **F2**, type the PR&C number%, press **F3**), and view the Remarks (**PageDown** twice) to verify the fund cite and time requirements before approving this Purchase Request.

After verifying this information, press **F10**.

To view the commitment information (the reserved funds for the Line Items) for the PR&C enter **3** for PR approval/certification and query on your PR&C. Press the **Ctrl+F2** keys to go to the commitment screen (Screen 3.8).



After reviewing this information, press the **F10** key. To view the Funding Account information for the PR&C press the **Ctrl+F3** keys (Screen 2.35.5).



The funding information viewed from this screen includes:

Funding Work Item Number

Funding Authorization Information, which would be FAD for Direct FAR-order number for Reimbursable, Fund Type, and Method of Accomplishment

Customer Order Number

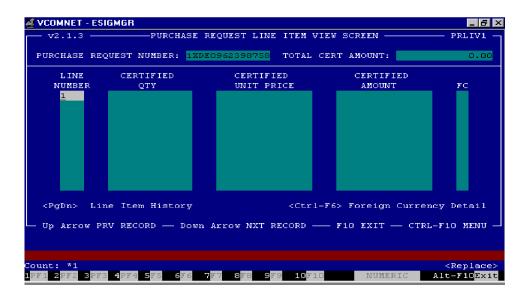
Management Structure

Appropriation and Funding Account Number

Dollars: Prior FY, Current FY, Current Month, and Cumulative

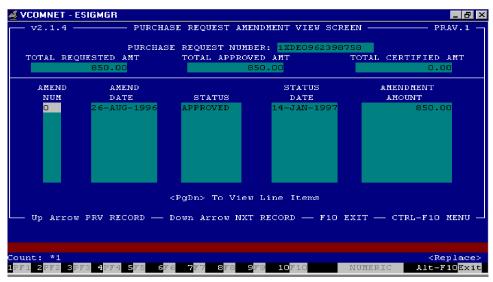
Press **F10** to exit.

Another option is to press **Ctrl+F4** to view the line items (Screen PRLIV1). Press **PageDown** to view the Line Item History. Enter **F10** twice to return to the 2.35 approval screen.



Another option is to press **Ctrl+F5** to view the PR&C Amendments (Screen PRAV.1). This screen will show the amendment date, status, amendment amount, etc. From this screen, press **PageDown**, to go to the Line Item amendment view screen. Enter **F10** to return to the 2.35

approval screen.



When ready to approve, from Screen 2.35, simply press the **Enter** key or **Tab** key to go to the field "Have Appropriation Time and Purpose Requirements Been Met?"

The options are to enter a **Y** to approve, **D** to disapprove, or **F1** for help. The help screen will explain the Appropriation Time and Purpose Requirements to you. To approve, enter a **Y**. Press **End** to commit the approval or disapproval. Please note that approval of this field on the PR&C attests concurrence with the type funds used to purchase the goods/services cited on the PR&C. It should also be noted that the use of incorrect funds violates statute and can result in very

serious penalties to the individual responsible for such violations. Comments supporting the appropriateness of funds for both time and purpose should be included in the remarks section of the PR&C. For example, if project funds are used, there should be a statement in the remarks section that the items included on the PR&C are bona fide needs of the current fiscal year and are for the sole use of that project; if Plant Replacement and Improvement Program (PRIP) funds are cited, there should be a statement indicating that the items being purchased support multiple projects and meet other requirements requiring the use of PRIP funds, etc.

NOTE: Individuals responsible for approving/disapproving funds cited on PR&Cs MUST understand the rules applicable to the use of funds. These individuals are the Key Internal Control mechanism in a decentralized funds control environment. If you have questions, contact your Finance and Accounting Officer.

From this point, the PR&C will electronically be forwarded to the F&A Branch for certification. When certification takes place, RM is certifying that funds are available and verifying the funds are proper.

Press **F10** to exit.

### To View Certified PR&Cs

### Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 4 Requests for Goods and Services Enter
- 5 View Purchase Requests Enter
- 6 View Certified Purchase Requests Enter

You will then be at Screen 2.35.1.



From this screen, all certified PR&Cs that have been certified for the Work Item can be viewed...

Press the **F4** key for a list screen to see all the certified PR&Cs.

Press the **down arrow** key to the one you want to view.

Press **Enter** to select. Or, you may perform a query. Press **F2** to query, the entire PR&C number (including the DODAAC code), and press **F3** to execute the query. The information associated with the PR&C will populate the screen.

Other view options available are available by pressing the **Ctrl** key along with specific function key. Press **F10** to exit.

### To View PR&C Status

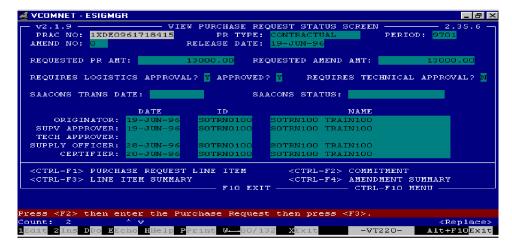
### **Hitchhiker's Guide to CEFMS**

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 4 Requests for Goods and Services Enter
- 5 View Purchase Request Enter
- 3 View Purchase Request Status Enter

Screen 1.11.1, is a Menu Screen to choose the following types of PR&Cs. Each screen number is 2.35.6

- 3 View PR&C Type
- 4 Labor
- 5 In-House
- **6** Contractual
- 7 Government Order
- 8 Travel
- **9** Training



These screens will show the Purchase Request Number, the PR&C type, originator's name, and date of origination, the requested amount, approval information, any Technical/Logistics approval or disapproval, certification date and ID of employee.

For each of these PR&C types, the following is available::

- \* Press F2 key to perform a query.
- \* Enter the complete PR&C number.
- \* Press F3 to execute the query.

The information will be populated into the correct screen.

After viewing the information, press **F10** to exit.

On each of the screens, additional view options are available:

- \* Ctrl+F1. Purchase Request (Screen 9.0). For the Labor PR&Cs, you will see the Labor Charge Codes/Total Hours/Monthly Hours/Amount are shown..
- \* Ctrl+F2. Commitments (Screen 3.8)
- \* Ctrl+F3. Line Item Summary (Screen PRLIV1)
- \* Ctrl+F4. Amendment Summary (Screen PRAV.1)

Press **F10** to menu.

Use the PR&C Status screen to check the status of the requests. For contractual purchase requests, option 13 shows that the PR&C has all of the required approvals and has been certified, but

- \* The PR&C has *NO SAACONS Transaction Date and No SAACONS status*; the PR&C was not entered into CEFMS properly. Either your SAACONS Use Indicator is incorrect, or it is issued to an organization other than the Contracting Division.
- \* The PR&C has a *SAACONS Transaction Date but does not have a SAACONS status;* the PR&C is lost. Contact a Contracting Division Team Member assigned to that organization for assistance.
- \* The PR&C has a *SAACONS Transaction Date and a SAACONS status*; it has successfully passed through the CEFMS/SAACONS interface and should have the status of one of the following:
  - \* **Open Assign**. The PR&C has been received through the interface and is assigned to Buyer/Contract Specialist for action.

- \* Canceled. The PR&C has been canceled in SAACONS by the Buyer/Contract Specialist because it should not have come through the interface. There may be some instances where the PR&C should not come to Contracting (for example, a PR&C for Shipping or another organization).
- \* **Partially-Awarded**. The PR&C has been partially awarded in SAACONS. This may be true when the PR&C is split between different vendors.
- \* Full Award. The PR&C has been awarded in SAACONS and there should be an obligation in CEFMS. If the PR&C shows this status, select
  Option 24 View SAACONS Status from the Requests for Goods and Services Menu. (Navigation 3 press Enter, 5 press Enter, 4 press Enter,
  24 press Enter.) This option will show the status of your PR&C in SAACONS. To execute a query on the PR&C number (press F2, type the PR&C number%, press F3 to execute). Press the PageDown key to view the obligation. If the query causes no records to be retrieved, please contact a Contracting Division representative to research the transaction in the database and give an update on the PR&C.

NOTE: It is the responsibility of the manager to check the status of the PR&Cs. It is imperative to keep abreast of the status and notify the Contracting Division Team Member responsible for the purchases if the request gets lost.

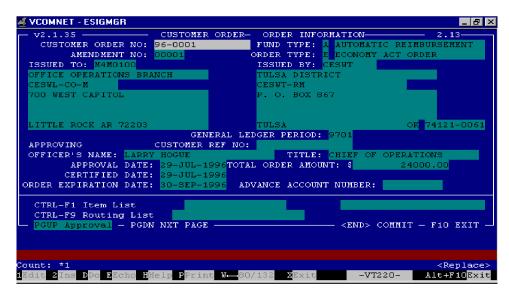
# **Technical Approval of a Customer Order**

### Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 3 Financial Management Functions Enter
- 5 Financial Management Enter
- 3 Funding Enter
- 4 Customer Order Enter
- 5 Technically Approve Customer Orders Enter

You will be at Screen 2.13.



To complete this process, the user must have Customer Order Technical Approver permission in the Access Control Table 10.1.

NOTE: The Technical Approver is the only one who can initiate a decrease in the customer order.

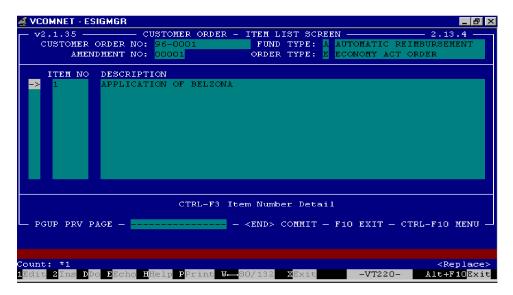
### **Customer Order No.**

Press **F4** for a list of customer orders and/or amendments to technically approve, and press **Enter** to select.

The screen will populate with the header information for the customer order.

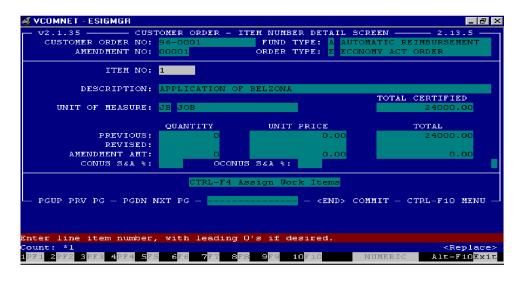
Press **Ctrl+F1** to access the Customer Order Item List (Screen 2.13.4).

You will be at Screen 2.13.4.



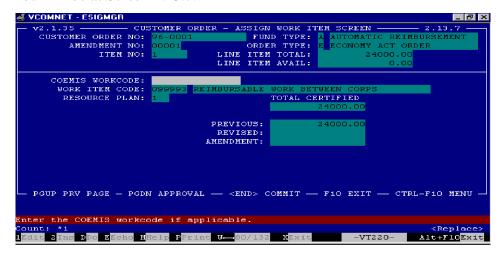
Press Ctrl+F3 to access the Customer Order Item Detail Screen (2.13.5).

You will be at Screen 2.13.5.



Press **Ctrl+F4** to access the Customer Order Assign Work Item Screen.

You will be at Screen 2.13.7.



#### **Work Item Code**

Enter the Work Item Code and press Enter.

#### Resource Plan

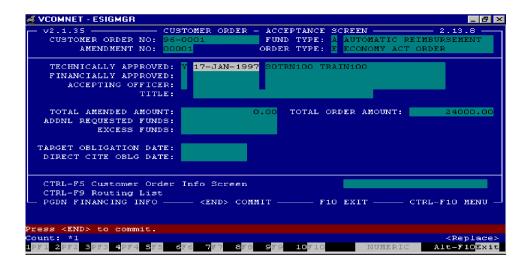
This will automatically populate with the number of the Baseline or Current resource plan number.

#### **New Amount**

Enter the dollar amount for this Work Item and press **Enter**. Press **End**.

Press **PageDown** to move to the Approval Screen.

You will be at Screen 2.13.8.



You may press **Y**, **Enter**, and **End** to technically approve.

| At this point, an electronic mail message will notify the Financial Approver that a Customer Order is waiting to be processed. |
|--|
|  |
|  |
|  |
|  |

# **Electronic Signature Capability**

### Hitchhiker's Guide to CEFMS

CEFMS provides the capability to electronically sign documents. CEFMS uses smartcards to apply an electronic signature to documents. The electronic signature generated by the system is a replacement for the handwritten signature. An electronic signature will provide assurance that a document was signed by an authorized person and that the document was not altered after it was signed.

Your computer must have an Electronic Signature Card Reader and an Adapter Board. The Security Administrator (SA) for your organization must initialize your board after installation. If your SA leaves and/or loses their card (requiring them to get a new card or turn the old one in to the District Security Officer (DSO), you will have to get another SA to deinitialize your board and reinitialize it. (Choose option 7 from the Main Menu, then option 6).

When you type **fms** and press **Enter** at the Unix prompt (%), you will be logging on to the CEFMS system. CEFMS will recognize if you have a smartcard. The system will prompt you to insert your smartcard into the card reader. The cards must be inserted with the Corps emblem facing up with the arrow pointing toward the card reader. The LITRONIC logo should be facing down. With your thumb on the arrow, insert the card into the card reader. Be sure that CAPS LOCK is off. When the card is inserted properly, the system will prompt you to enter your PIN (personal identification number). Type your **PIN** and press **Enter**. The system will flash several red boxes as it verifies the validity of your signature card.

#### Notes:

- \* Do not remove your card until you exit CEFMS. If you remove the card before the session is over, your card will become locked. If your card is locked, the system will prompt you to enter your PIN and will unlock your card.
- \* If you encounter any error messages while using the electronic signature card, please contact the CEFMS Help Center, your DBA, or the DSO.
- \* It is your responsibility to protect your smartcard to avoid misuse. *Never* loan your smartcard to anyone, do not disclose your password PIN to anyone, and do *not* leave your smartcard and/or PIN unattended.
- \* If you suspect that your smartcard or PIN has been compromised or if you have lost your smartcard, contact a DSO immediately.

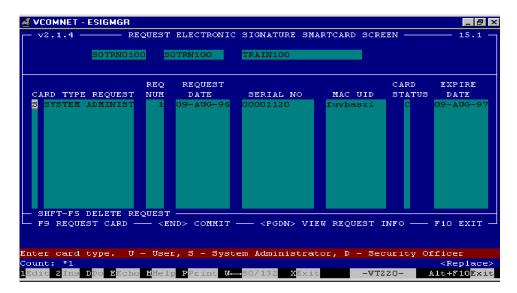
# **Requesting an Electronic Signature Card**

### Hitchhiker's Guide to CEFMS

From the CEFMS Main Menu, select

- 7 Electronic Signature Functions Enter
- 3 Request Smartcards Enter

You will be at Screen 15.1.



The Employee ID number of the individual will be populated on screen. There are three types of cards. You will need to specify the type card you are requesting. Enter one of the following: **U** for User card; **S** for a Security Administrator card; or, **D** for District Security Officer card. Press **Enter** after selection. Press **F9** to request, and press **End** to commit.

Press F10 to exit to the Menu Screen.

The request will be electronically sent to the Smartcard Approver.